

Budget Allocation

VIEWING AND CREATING BUDGET ALLOCATIONS

Annual budget allocations are used for determining available spending. While budget allocations are maintained in FFIS, these allocations are only entered to the fund and reporting category. This data as stored within FFIS does not provide enough detail allocation information for the status of funds reporting since division, area and field offices are interested in available money by account code and budget object class group. Therefore, users will need to enter the allocation information for each fiscal year and potentially maintain that data throughout the year if changes are permitted.

The Budget Allocations section provides functionality for all users to view existing allocations by fiscal year for funded units / organization codes that they have access too. Manager Level users at each level in the organization are provided with the functionality to add, modify and delete these budget allocation configurations. Users will need to enter the allocation information and maintain that data throughout the year.

The Budget Allocation section allows you to search for budget allocation amounts for specific Agreements. You can then **Edit** or **Delete** the budget allocation for that agreement. You can also create a **New Allocation**.

*Keep In Mind: Most user interface layout and components for the Budget Allocation screens also apply to the other screens within ACMS.

The Budget Allocation section is accessible through the "Reconciliation & Analysis" tab under the "Budget Allocation" menu option.

Budget Allocation displays available budget allocations which are filtered by your ORGN access.

A few tips for Budget Allocation

- ACMS requires an allocation for each accounting code before entering a Ledger, Employee Forecast, or reconciling an FDW Document.
- Zero dollar allocation allowed (0.00)
- "0000" is allowed as a BOC
- Duplicate Allocations:
 - Users cannot enter an allocation with the same Account Code & BOC combo.
 - Users should find an existing allocation and modify it instead.
- Deleting an allocation:
 - Users cannot delete the last allocation for an accounting code if there is spending against that accounting code.
- **Security Considerations:**
 - Users can save an allocation with an Accounting Code you do not have access to.
 - Will be prompted with warning and given a chance to back out and edit record or continue and save record.
 - Will not be able to see record once it is saved.
 - Also applies to other areas within ACMS such as Ledger, Employee Forecast, and Agreements.

To search for budget allocations:

Step 1:

1. Use the search bar to search by **Budget Fiscal Year**, **BOC** or **Accounting Code**. If more than 15 items are found, results will be broken up into multiple pages.

Budget Allocation List

Page Instructions

Budget Fiscal Year: 2005 BOC: Accounting Code: Search

294 items found. Displaying page 1 of 20.

First Previous 1 2 3 4 5 6 7 8 9 10 Next Last

Step 2:

2. Review your results. Generally, list screens are used to locate a specific record. Use reports if you need a better layout or more filtering options.

Each budget allocation lists an **ID**, **BOC**, **Accounting Code**, **Amount**, **Description** and **Comments**. You may also browse your results using the navigation provided.

<Click> the **Edit** icon, o edit a budget allocation.

<Click> the **Delete** icon, to delete a budget allocation.

acms APMS Cost Management System

Welcome Alex Kira [Help] [Logout]

Home Spending & Collections Reconciliation & Analysis Reporting Application Maintenance

Reports: Status of Funds Strategic Funds Allocations Employees Agreements

Budget Allocation List

Use the search bar below to search for a specific Budget Allocation you have security access to see.

Budget Fiscal Year: 2006 BOC: Accounting Code: Search

524 items found. Displaying page 1 of 35.

First Previous 1 2 3 4 5 6 7 8 9 10 Next Last

New Allocation Button

Sortable Headers

ID	BOC	Accounting Code	Amount	Description	Comments	Action
8437	9000	6527308301	900,000.00		Salaries	[Edit] [Delete]
8443	1100	6527300009	50,000.00		employee salaries	[Edit] [Delete]
8446	1100	6528520811	47,000.00			[Edit] [Delete]
8452	1100	6529019681	14,180,690.00	CVB-L BIOLOGICS	Total allocation	[Edit] [Delete]

Edit / Delete

The results table will list Allocation ID, BOC, Accounting Code, Amount, Description, and Comments, which upon clicking on those headers are all sortable.

The description field is populated with data from the FDW.

Use the icons in the action column to Edit or Delete

To create a new allocation, click on "New Allocation" button.

Step 3:

3. To create a new budget allocation:

<Click> the **New Allocation** button at the bottom of results table screen.

On the New Budget Allocation screen the following fields are available.

Accounting Code*	Type in the 10 digit number made up of the 1 digit Budget Fiscal Year and 9 digit program code. Program code is a 9 digit code made up of 2 digits appropriation, 1 digit division, 4 digits organization, which includes division, and 3 digit reporting category. Example: 523405030 This is a required field.
BOC*	The BOC code that has been assigned to this budget allocation http://dab.nfc.usda.gov/pubs/docs/bocc/bocc.pdf
Amount*	The dollar amount of this budget allocation
Comments	Any additional comments regarding this budget allocation

Once the required fields have been filled in, click the **Save** button. If you do not want to save the allocation, click the **Cancel** button.

Please note that users can enter allocations for program codes they do not have access to normally. These allocations do NOT limit spending in ACMS.

- Red asterisks indicates a required field.
- Accounting code and the BOC must be in the FDW database.
- Dollar entry must include cents. Example: 1500.00
- Errors are in red next to and are indicated by the error icon. These errors must be resolved before a record can be saved.

The screenshot shows a web form titled "Budget Allocation" with a close button. A legend indicates that an asterisk (*) denotes a required field. A red error message is displayed: "Accounting Code - Given value could not be validated within application. Please supply a valid and active value." An arrow points from this message to a box labeled "Errors". The form contains the following fields: "Accounting Code*" with the value "2423423423", "BOC*" with the value "0000", "Amount*" with the value "\$ 2342.22", and "Comments" which is empty. At the bottom right are "Save" and "Cancel" buttons.